

PLANNING TECHNICIAN

703

DEPARTMENT: Development Management

NATURE OF WORK:

Performs a variety of technical, administrative, and clerical assignments in the Department. Work is performed under the general supervision of an assigned member of the Department's supervisory staff.

ESSENTIAL FUNCTIONS OF THE JOB:

Performs a variety of assignments in support of development review, GIS, and related activities.

Performs a variety of assignments primarily clerical in nature including, but not limited to, responding to customers, taking minutes at meetings as assigned, staffing a front counter.

Staffs front desk and assists the public on a regular basis as assigned by supervisor.

Performs clerical, technical, and statistical research and analyses with respect to development activities; assists development management staff in preparing reports, presentations, and projects, specifically those related to GIS; gathers and compiles land use, zoning, socioeconomic, marketing, and other data and frequently integrates these data into the GIS database; prepares appropriate reports and displays, as needed.

Monitors and prepares regular reports for supervisor on a variety of department performance and personnel issues including: the Strategic Management Plan; personnel evaluations; department training; and workload indicators.

Develops or assists in the development of all internal programs related to the Department's utilization of GIS. Develops GIS overlays and related databases. Trains Departmental staff on GIS usage and applications and assists in overall GIS support tasks.

Replies in person, by telephone, or by correspondence, to inquiries from visitors and callers; ascertains nature of the inquiry and provides information on departmental policies, procedures, programs, and services provided.

May act as department coordinator and representative on a variety of computer/technology issues and teams related to: web page development and maintenance; intranet and internet management; hardware and software purchases. May also organize internal teams as necessary to assist in these duties.

Monitors and compiles comments from other County departments and other agencies for transmittal to appropriate individuals/agencies, Boards, or Commissions.

May be responsible for the preparation of all administrative documents for permitting, bidding, and installing of highway landscaping projects in the County. May act, under the general direction of the County Engineer, as the primary staff to make routine flood plain determinations for customers.

Operates standard office equipment, including word processors, to produce letters, memoranda, reports forms, invoices, purchase orders, etc.

Responsible for the production and updates to all department informational brochures and publications.

Assists in the coordination and organization of a variety of internal and external meetings.

Receives and distributes departmental mail; schedules appointments and meetings, etc.

Performs work safely in accordance with departmental safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to supervisor.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed primarily in an office setting, but some field work is required. Requires driving County vehicle to attend meetings and on other County related business. Operates standard office equipment and audiovisual equipment to include computer keyboard, calculator, copy machine, VCR, overhead projector, and television monitor. Operates GIS equipment. May require working irregular hours, including several monthly evening meetings. Field work may be required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of office practices and procedures.

Considerable knowledge of correct business English, spelling, and punctuation.

Some knowledge of the principles and techniques of land use planning and economic development, and an understanding of the fundamentals of economics.

Some knowledge of requirements of land development and County's development review ordinances and procedures.

Some knowledge of drafting principles, practices, techniques, and equipment.

Some knowledge of GIS systems and related software systems.

Ability to conduct research, data collection, statistical analysis, and formulate conclusions and recommendations.

Ability to maintain complex records, to assemble and organize data and to prepare reports from such records.

Ability to operate general office equipment, word processing equipment, and microcomputers as required to accomplish the work assigned.

Strong oral, written, and graphic skills, with the ability to communicate effectively with others, orally and in writing.

Strong customer relations/customer service skills.

Ability to solve problems and work independently with minimal supervision and under tight deadlines.

Ability to work as a team member.

Ability to maintain records, including computer data files and other systems.

Ability to read surveys, engineering plans, technical drawings, and to use a planimeter and scale.

Ability to establish and maintain effective working relationships with other development management staff, employees, representatives of other agencies, and the public.

MINIMUM QUALIFICATIONS:

Associates's Degree in planning, public administration, applied computer science, business or related area ; some experience in planning, customer service, clerical support or related field or any equivalent combination of acceptable education and experience providing the knowledge, skills, and abilities cited above.